

## CSSC Meeting Format

### I. Approval of "Report of Previous Meeting"

### II. The Agenda

1. Informative briefings
2. Working group reports
3. Chairman's briefing
4. Action Item Status Reports
5. Committee Action Resolutions

### III. Committee Work on Action Items

### IV. Establish Agenda for next Meeting

## Standing Rules

### Chairman's Duties

Chairman's duties include helping the membership to obtain all information necessary to accomplish the committee's purpose, open and conduct meetings in a business-like but informal manner, follow the approved meeting format, and keep the membership on the scheduled agenda.

### Members

Members are to have full opportunity to take an active part in the business of the committee. The chairman shares this responsibility as do the members share the responsibility to keep the committee productively "on-track".

### Agenda Items

Agenda items will be presented for inclusion in the agenda of the next scheduled meeting during the time allocated for that purpose, Part IV of the meeting format. The type of agenda item will dictate the approach taken for its presentation. Following are the types of agenda items anticipated:

- 1) Informative briefings - most qualified will present it in a reasonable time limit.
- 2) Working group reports - group leader presents it in a reasonable time limit, if a position statement, letter, or

Establishing the Agenda for the Next Meeting

*include agenda items that arise during the month*

The Agenda for the next meeting will be established prior to the conclusion of an ongoing meeting. This part of the meeting will be presided over by the chairman. If the meeting becomes unmanageable in an informal atmosphere, any member may invoke the more formal Roberts-Rules of Procedure; however, a motion to adjourn will be out of order until the agenda has been set. Motions to establish an agenda item are in order. They should include the type of item per "Agenda Items" above and time limit for presentation. Discussion of Agenda item motions are limited to ten minutes and should be confined to priorities and time constraints for the next meeting rather than the item itself. Time allocations for committee work on Action Items are appropriate at this time with the request coming from the Action Item Coordinator. He will be limited to 15 minutes, may include a short status report of the Action Item in defense of his request, and he will assume control of the discussion during that time. A call for the question is out of order until after the appropriate time limit; however, the chairman must honor the call when it is made. A simple majority is required to establish an Agenda Item.

Time Limits

Time limits on Agenda Items should be adhered to; however, if a conclusion is within grasp, let it slide. If a topic is clearly irreconcilable in a reasonable time frame that day, it can be rescheduled as an agenda item at the next meeting with a majority vote at that time. The rules for establishing agenda items will prevail. This is intended to allow a smoother transition through the current agenda.

Meetings

Meetings are to be scheduled regularly on a monthly basis. Special meetings may be called by the Chairman or any member with a well defined urgency for committee action prior to the next scheduled meeting.

other action is anticipated the group leader should furnish this recommendation in writing for approval.

3) Chairman's briefing - The chairman is to have adequate time to present any interface information which has passed to or from himself and the IC, SECOM, or other sub-committees. The same rules apply to him regarding resolutions for committee action items.

4) Action Item Status Reports - Will be made by the action item coordinator, will be succinct, and be presented in order by action item number

5) Committee Action Resolutions (CAR) - In order to force prioritization, define objectives, define tasks, fix responsibilities, establish time frames, i.e. have a plan for action, and solicit support and commitment from the committee; an approved (seven in favor) resolution will be required to establish an Action Item. A CAR may be the product of a working group, an individual member, or the chairman, but it must be responsive to our charter (DCID 1/11). A CAR must specifically address the following topics:

1. Priority ( a narrative regarding "need")
2. Objectives
3. Tasking
4. Responsibility
5. Time Estimates
6. Man-hour Work Estimates

### Action Items

Action items are the result of an approved CAR. An action item coordinator must be designated and is either the initiator of the CAR, a qualified volunteer, or an appointee of the chairman. It will be his responsibility to press for scheduled time for committee work and direct the efforts of the committee to insure that the basic plan established in the original resolution is complied with. He could schedule time for the committee to work on an action item other than regularly scheduled meetings with eight votes in favor of the exception.

### Notices to Membership

Advance documentation will be furnished to the membership one week prior to the scheduled meeting for the following items: 1) Report of Previous Meeting, 2) Working group reports where an approved written statement is anticipated, 3) Resolutions for Action Items, and 4) Agenda and schedule for the next scheduled meeting.